

A NEW WEB-BASED PERSONNEL ADMINISTRATION SYSTEM

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## CAMPS PROGRESS:

The New Jersey Department of Personnel (DOP) has completed the in-house user testing of the new web-based on-line County And Municipal Personnel System (CAMPS).

We anticipate that CAMPS will be implemented in late spring. We are reminding you that with the implementation of CAMPS, you will be required to use new forms. No longer will the DOP accept the DPF66 and DPF 67 forms, (New Hire and the Interim Profile) that were previously used. At the Orientation Sessions you will be provided with a set of the new forms.

Along with the new forms, we are also implementing a new procedure for identifying employees.

Due to identity theft, the DOP will no longer be using the social security number as the unique identifier for both State and local government employees under the Merit System. At the orientation meeting the DOP intends to provide you with a CD-ROM that will incorporate the names of all your active and inactive employees, along with their social security number, and their new unique Employee Identification Number.

Therefore, it is important that you or a representative of your agency attends one of the sessions listed below to receive the CD-ROM.

## ORIENTATION SESSIONS

In order for you to become acquainted with the new system, orientation sessions have been set up throughout the state. It is strongly recommended that

a representative of your agency, preferably staff who are involved in directing and/or completing Department of Personnel's personnel action forms attend one of these sessions.

The use of new Personnel Action Forms will be mandatory when the DOP converts to CAMPS.

The DOP is likely to implement CAMPS internally by late spring. This will require that you are familiar with the new forms since you will be required to use them for all personnel actions at that point, even if you are not yet on-line.

**(more)**

**TO REGISTER:**

Please contact your Customer Service Representative or Kathy Tryon at (609) 633-7191 or e-mail Kathleen.Tryon@dop.state.nj.us, *no later than April 14, 2004*, to schedule yourself and agency staff at one of the following sessions.

Sessions will be held twice daily except where indicated.

Please call immediately to ensure your registration.

**CAMPS  
ORIENTATION  
SESSIONS**
**4-19-04**

**Burlington County  
Board of Social  
Services,  
795 Woodlane Road,  
Mt. Holly, Electoral Hall  
B**

Seating limited to 100  
per session

Session 1 - 9:30 A.M. –  
12:00 P.M.

Session 2 - 1:00 P.M. –  
3:30 P.M.

**4/21/04**

**Voorhees Branch  
Library,  
203 Lauren Road,  
Voorhees,  
Public Meeting Room  
A on 3<sup>rd</sup> floor**

Seating limited to 60  
per session

Session 1 - 10:00 A.M. –

12:30 P.M.

Session 2 - 1:30 P.M. –  
4:00 P.M.

**4/22/ 04**

**Bergen County Utilities  
Authority,  
Foot of Mehrhof Road,  
Little Ferry  
Control Building  
Learning Center**

Seating limited to 70  
per session

Session 1 - 9:30 – 12:00

Session 2 - 1:00 – 3:30

**4/23/04**

**Human Resource  
Development Institute  
(HRDI),  
200 Woolverton  
Avenue, Trenton –  
Room 101**

Seating limited to 60  
per session

Session 1 – 9:30 A.M. –  
12:00 P.M.

Session 2 – 1:00 A.M. -

3:30 P.M.

**4/26/04**

**Stockton State  
College,  
Jim Leeds Road,  
Pomona Townsend  
Residential Life Center,  
Multi-Purpose Room**

Seating limited to 100  
per session

Session 1 – 9:30 A.M.–  
12:00 P.M.  
Session 2 – 1:00 – 3:30

**4/27/04**

**Human Resource  
Development Institute  
(HRDI),  
200 Woolverton  
Avenue, Trenton,  
Room 101**

Seating limited to 60

**Session 1 – 9:30 A.M. –  
12:00 P.M.**

**4/28/04**

**Morris County Fire &  
Police Training  
Academy, 500 West  
Hanover Avenue,  
Morristown, Room 139**

Seating limited to 70  
per session.

Session 1 – 9:30 A.M. –  
12:00 P.M.  
Session 2 - 1:00 A.M. –  
3:30 P.M.

**4/29/04**

**Monmouth County  
Library,  
125 Symmes Drive,  
Manalapan,  
Rooms 1,2,3**

Seating limited to 100

Session 1 – 9:30 – 12:00

**4/30/04**

**Essex County College,  
300 University Avenue,  
Newark,  
Room 2132 – Lecture  
Hall**

Seating limited to 75  
per session

Session 1 – 9:30 – 12:00  
Session 2 – 1:00 – 3:30

We want to remind you  
that the new system is  
mandatory and you will  
be required to begin  
using the new forms  
when the system is  
activated in late spring.

**We are looking  
forward to seeing  
you at these  
orientation sessions.**